



RevCom Quick Tips Reviewer/Subject Matter Expert (SME)

Login	<ol style="list-style-type: none">1. Go to www.revcom.doe.gov2. Choose your RevCom installation and click on the link (Directives, Technical Standards, Regulations, etc.)3. Click on the Reviewers or SMEs button.4. Your e-mail address is your username.5. If you have not used RevCom before or if you have a new e-mail address, RevCom will prompt you to select the organization you work for.
Review the Draft and Make Comments	<ol style="list-style-type: none">1. In the Open for Comment section, click on the title of the document you want to review.2. Use the Section List on the left side of the screen to view a section and make comments.3. To view the full document, click on the title of the document in the upper left portion of the screen just under the RevCom menu bar.4. On the right side of the screen, click on an Add Comment button under the paragraph(s) or graphic for which you wish to add a comment.<ol style="list-style-type: none">a. Use the standard text editing tools to make a comment or make changes to the text.b. Use the Copy Text button to load the text from the paragraph above and add/make editorial and changes.c. Type in any additional commentsd. Classify your comment as Major or Minor. (Some installations use other terminology, i.e.: Essential and Recommended, etc.)e. Click on Save or Cancel when you're finished with the comment and/or editorial changes.5. Click on the Add Comment button for <i>each</i> comment – <i>don't put more than one comment in the comment entry box at a time</i>. Your Coordinator will review and the writer will respond to each of your comments individually.
Submit your comments	<ol style="list-style-type: none">1. Click Submit when you've finished. You can re-submit your comments until your due date passes.<ol style="list-style-type: none">a. Enter the name of an Approving Official if required by your organizationb. Choose either Review Completed or No Commentsc. You can choose to Notify certain review participants of your completion, Return to Submission Page or Exit RevCom.

8/5/2008

Technical Support: 505-663-1302 or support@doxcelerate.com

Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)

After hours, leave message.



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Get Reports	<ol style="list-style-type: none">1. Once you have selected a document, choose the Reports menu on the RevCom Menu Bar.2. Click on Quick to select from a list of standard reports.<ol style="list-style-type: none">a. <u>My Organization Comments</u> - Includes comments that have been posted by your Coordinator, Delegates, and other SMEs from your organization but not necessarily have been included in the final comments package. Responses to all included comments will be displayed once they have been posted by the Writer.b. <u>All Comments</u> - All comments submitted in the final comments package by all organizations assigned to review this document. Responses to comments will be included once they have been posted by the Writer.3. Click on Custom to build your own report.
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